

# Talk of the Town

November 2001

A periodic newsletter to keep the legal community informed about news concerning the Clerk of the Court's Office

## Welcome to the Talk of the Town

by Cari Gerchick,  
Communications Director

Welcome to "Talk of the Town." We are delighted that you are participating in the Clerk of the Superior Court's new communications program. We look forward to getting you the information you need about the Clerk's Office more efficiently through sending out periodic email and fax messages and publication of a quarterly newsletter.

If you have any other suggestions on how the Clerk's Office can be of greater service to you, please contact me at 602-506-5728 or by email at [Cgerchick@cosc.maricopa.gov](mailto:Cgerchick@cosc.maricopa.gov).

## Holiday closures

The Office's After Hours Filing Window will not be open on Wednesday, Nov. 21 (Thanksgiving Eve), Monday, December 24 (Christmas Eve), and Monday, December 31 (New Year's Eve).

### Contact Us

Following are some Clerk phone numbers that may be useful:

**Administration -**  
602-506-3676

**Customer Service -**  
602-506-3360

**General Information -**  
602-506-3730

**Marriage License & Passport Office -**  
602-506-7400

## New Customer Service Center provides more space in one place

Perhaps one of the most monumental moments in the history of the Clerk's Office occurred this summer, when the office opened its new Customer Service Center at 601 W. Jackson in Phoenix. The new facility, which opened in June, offers a variety of court services to the public in one location, provides a home for the office's 1.4 million court records, and alleviates many storage issues the office was facing with its existing space.

The construction of the 113,060 square-foot facility, is the result of the office working with the Board of Supervisors and Superior Court to find a viable solution to the growing concerns of the office exceeding the limits of its existing storage space for the ever increasing amount of court records.

The building, which also incorporates a seven-story county parking garage, enabled the office to combine the operations of the Central Court Building File Room, Public Records Office, and Discovery and Confidential Section (formerly located at 201 W. Jefferson); the Marriage License and Passport Office and the Old Courthouse File Room (formerly located at 125 W. Washington), the Records Management Center (formerly located at 3345 W. Durango); and the 3rd Ave. Storage Facility (formerly located at 501 S. 3rd Ave).

The combination of these operations provides a significant benefit to the public who can now visit one convenient location to obtain the various services these areas provide. In addition, park-

ing for customers is readily available in the adjoining parking garage. Office officials estimate that between 500 - 700 customers a day visit the building. The hours of operation are 8 a.m. to 5 p.m.

The move to the new building was completed in 10 days with minimal disruption of service. There will be about 150 employees in the building when it is completed.

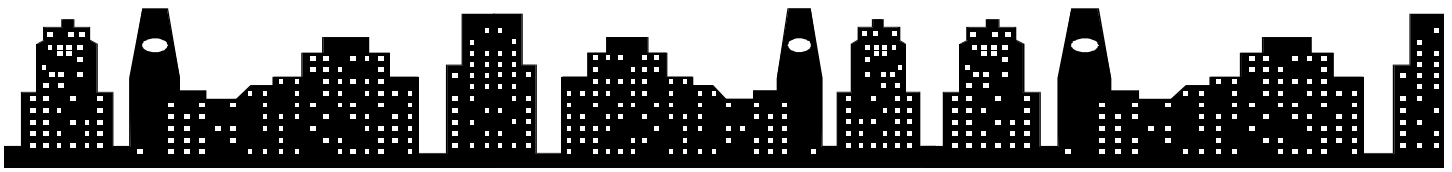
The exhibits that were housed at the Records Management Center were transferred to the downtown CCB.

## Cases filed

Following are the number of cases filed with the Clerk of the Superior Court's Office in each category for the past two fiscal years:

	1999 - 2000	2000 - 2001
Family Court Cases —	33,593	33,054
Civil Cases —	31,722	29,152
Criminal Cases —	27,153	27,516
Probate / Mental Health —	6,843	6,583
Tax Cases —	1,376	1,494
Juvenile Court —	15,980	17,936

(This includes Delinquency, Dependency, Adoption, Severance, and Adoption Certification Cases)



## News by the minute

### The latest news concerning the Clerk's Minute Entry Electronic Distribution System (MEEDS)

by Michael K. Jeanes,  
Clerk of the Superior Court

Our "Big Move" to the new Customer Service Center at 601 W. Jackson may be over, but that doesn't mean things have stopped moving in the Clerk's Office. In fact, there are several areas in our office that are moving faster than ever – just look at the Minute Entry Electronic Distribution System (MEEDS). We have several things occurring in this area that I would like to share with you.

First, MEEDS is the program we designed to automate the entire minute entry process, which includes printing, sorting, and distributing the minute entries from the court divisions to the parties related to the case, to the docket, and to the office's website. In its initial year, MEEDS was used by only one criminal division. Now, as of July, 2001, MEEDS is being used by all courtroom clerks for all case types. This is a real milestone, and I am proud of the efforts of the team that made this happen. Through this program, we are saving considerable time, money, and paper for the office by eliminating the manual docketing of these minute entries.

One particular feature about MEEDS that I would like to point out is that once the minute entries are posted to the website, they then remain there. This is beneficial because it allows users the opportunity to go back and access them at anytime.

To visit our website and use our Minute Entries feature, simply go to [www.clerkofcourt.maricopa.gov](http://www.clerkofcourt.maricopa.gov) and click on "Minute Entries" and then

enter the case number. Criminal cases are available from January, 2000 to the present; Probate cases from December, 2000 to the present; Civil and Tax Cases from April 2001 to the present; and Family Court from May 2001 to the present.

Some of our future plans for MEEDS call for the ability to e-mail the minute entries to additional agencies and attorneys, interface with the Court's new case management system, expand its use to the Family Support Center and Court Administration, and connect to the Imaging and Electronic Document Management System. This fall, my office has started a "pilot program" that electronically sends the minute entries directly to law firms. If you are interested in participating in the program, please send an e-mail message to [cgerchick@cosc.maricopa.gov](mailto:cgerchick@cosc.maricopa.gov).

One other significant event related to this issue that I would like to mention is that we have recently automated the distribution system for all Juvenile minute entries. We added the dependency, adoption, and severance minutes to the program that was already sending them electronically for delinquency. These entries are sent electronically to the Attorney General, Department of Economic Security, Foster Care Review Board, Legal Defender, Legal Advocate, Court-Appointed Special Advocate, Mediation, Office of Court Appointed Council, Juvenile Probation, County Attorney, Public Defender, Victim Witness, and to our own internal areas.

## Thinking inside the box expands filing services

Thinking inside the box allowed the Office to expand its service to customers with filing needs. This was done by adding new filing box depositories at two internal locations that allows customers to file their documents without ever having to stand in line at a filing counter.

The new depositories are located in the Mail Distribution Center off of the West Court Building and in the main lobby area of the Southeast complex. They are available for use Monday - Friday from 8 a.m. to 5 p.m.

Last year, the office installed an outdoor filing depository that is available 24 hours a day, 365 days a year. It is located on the southside of the Central Court Building, accessible from Madison Street.

In November, the Office will be installing a Night Depository drop box at the Southeast Court Complex in Mesa at 222 E. Javelina. It will be located on the Northside of the building, under the sheltered entrance. It will be available 24-hours a day.

These depositories are available for the filing of Civil, Criminal, Family Court, and Probate Court documents. All documents filed using the depositories are guaranteed to be processed and available for pick-up at noon the following day.

**Talk of the Town.** Published periodically by the Clerk of the Superior Court's Communications Office for the legal community. Contact the Office, Central Court Building, 201 W. Jefferson, Phoenix, Ariz. 85003  
**(602) 506-5728**

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